

Minutes of the Annual Meeting of CREWKERNE TOWN COUNCIL held at 6.45pm in the Council Chamber, Town Hall, Market Square on Monday 16 May 2022.

PRESENT

Outgoing Mayor: Cllr. Kathy Head

Cllrs. S. Ashton, M. Best, T. Bond, N. Draycott, K. Head, P. Maxwell, J. Morris, J. Nathan, A. Samuel, A. Stuart, and D Wakeman.

In attendance: Town Clerk K. Sheehan and four members of the public.

Outgoing Mayor Kathy Head welcomed everyone to the meeting, congratulating all members on their election to the Town Council.

1 ELECTION OF MAYOR (AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE)

22/23

It was proposed and seconded that Cllr. Head be nominated to serve as Mayor for the 22/23 municipal year and there being no other nominations the proposal was CARRIED.

Cllr. Head thanked everyone for their support and signed the Declaration of Acceptance of Office.

2 ELECTION OF DEPUTY MAYOR (AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE)  
in items on the agenda

22/23

It was proposed and seconded that Cllr. Samuel be nominated to serve as Deputy Mayor for the 22/23 municipal year and there being no other nominations the proposal was CARRIED.

Cllr. Samuel thanked everyone for their support and signed the Declaration of Acceptance of Office.

3 TO NOTE APOLOGIES FOR ABSENCE

22/23

Apologies for absence were received and accepted from Cllr. David Livesley (work commitments).

Apologies were also noted from District Councillor Robin Pailthorpe.

4 DECLARATIONS OF ACCEPTANCE OF OFFICE

22/23

To agree a dispensation to permit any outstanding Declarations of Acceptance of Office to be signed before the next meeting of Full Council

The Clerk confirmed that all twelve town councillors had signed and submitted their Declarations of Acceptance of Office.

5 TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETINGS HELD ON 14 FEBRUARY 2022, 14 MARCH 2022, 11 AND 25 APRIL 2022

22/23

The minutes of the meetings held on 14 February 2022, 14 March 2022, 11 and 25 April 2022 were AGREED.

**6**        DECLARATIONS OF INTEREST  
**22/23**    in items on the agenda

None.

**7**        TO ELECT THE CHAIRMAN AND VICE CHAIRMAN OF THE PLANNING AND HIGHWAYS  
**22/23**    COMMITTEE

Chairman

It was proposed and seconded that Cllr. Maxwell be nominated to serve as Chairman of the Planning and Highways Committee for the new Council year. It was also proposed and seconded that Cllr. Ashton be nominated to serve in this role. There being two nominees a vote was taken and Cllr. Maxwell received a majority of the votes. Cllr. Maxwell accepted the role and on this basis was declared the Chairman of the Planning and Highways Committee for the new Council year.

Vice-Chairman

It was proposed and seconded that Cllr. Bond be nominated to serve as Vice-Chairman of the Planning and Highways Committee. There being no other nominations the proposal was CARRIED.

Cllr. Bond duly accepted the office of Vice Chairman of the Planning and Highways Committee for the new Council year.

**8**        TO ELECT THE CHAIRMAN AND VICE CHAIRMAN OF THE POLICY AND RESOURCES COMMITTEE  
**22/23**

Chairman

It was proposed and seconded that Cllr. Stuart be nominated to serve as the Chairman of the Policy and Resources Committee for the new Council year. There being no other nominations the proposal was CARRIED.

Cllr. Stuart duly accepted the office of Chairman of the Policy and Resources Committee for the new Council year.

Vice-Chairman

It was proposed and seconded that Cllr. Morris be nominated to serve as Vice Chairman of the Policy and Resources Committee for the new Council year. There being no other nominations the proposal was CARRIED.

Cllr. Morris duly accepted the office of Vice Chairman of the Policy and Resources Committee for the new Council year.

**9**        TO ELECT THE CHAIRMAN AND VICE CHAIRMAN OF THE AMENITIES COMMITTEE  
**22/23**

Chairman

It was proposed and seconded that Cllr. Wakeman be nominated to serve as Chairman of the Amenities Committee for the new Council year. There being no other nominations the proposal was CARRIED.

Cllr. Wakeman duly accepted the role of Chairman of the Amenities Committee for the new Council year.

Vice-Chairman

It was proposed and seconded that Cllr. Best be nominated to serve as Vice Chairman of the Amenities Committee for the new Council year. It was also proposed and seconded that Cllr. Ashton be nominated to serve in this role. There being two nominations, a vote was taken and Cllr. Best received a majority of votes. Cllr. Best accepted the role and on this basis was declared the Vice Chair of Amenities for the new Council year.

Cllr. Best duly accepted the role of Vice Chairman of the Amenities Committee for the new Council year.

10 TO APPOINT THE MEMBERS OF THE JOINT BURIAL COMMITTEE

22/23

It was AGREED that Cllrs. Ashton, Best, Draycott, Samuel and Stuart would serve on the Joint Burial Committee for the new Council year.

11 TO APPOINT COUNCILLORS TO SUB-COMMITTEES AND STEERING GROUPS

22/23

The following appointments to sub-committees and steering groups were AGREED:

Staffing Committee	Mayor: Cllr. Kathy Head Cllr. Mike Best Cllr. Dan Wakeman Cllr. Nigel Draycott (reserve)
Youth Service Steering Group	Cllr. Dan Wakeman Cllr. Jan Nathan
Neighbourhood Plan Steering Group	Members: Cllr. Kathy Head Cllr. Paul Maxwell Cllr. Mike Best
Bincombe management committee	Deferred pending review of this committee.
Grievance, Capability and Disciplinary Committee	Dep. Mayor: Cllr. Alice Samuel Cllr Dan Wakeman Cllr Mike Best Cllr Paul Maxwell Cllr Nigel Draycott Cllr Steve Ashton
Appeals Committee	Mayor: Cllr Kathy Head Cllr Teresa Bond Cllr David Livesley Cllr Jan Nathan Cllr Andrea Stuart Cllr Judith Morris

12 TO APPOINT BANKING SIGNATORIES/ONLINE BANKING AUTHORISERS FOR PAYMENTS

22/23

It was AGREED that Cllrs. Best, Head, Wakeman, Draycott, Maxwell and Morris would act as banking signatories and online banking authorisers for the new Council year.

13 TO APPOINT COUNCILLORS TO CHECK THE INVOICES AND RECONCILIATIONS EACH MONTH  
22/23 PRIOR TO TOWN COUNCIL MEETINGS

It was AGREED that Cllrs. Best, Wakeman, Morris and Nathan were appointed to check invoices and reconciliations each month.

14 TO APPOINT THE REPRESENTATIVES TO VARIOUS OUTSIDE BODIES  
21/22

The following appointments to outside bodies were AGREED:

AGENDA ITEM 14 - Outside Bodies	
ABCD	Cllr. Wakeman
Birds Almshouses (Official charity title: Robert Bird Cottage Homes)	Cllr. Wakeman
Chubbs Almshouses (Official charity title: The Matthew Chubbs Almshouses)	Cllrs. Best and Samuel
Crewkerne Action for the Disabled	No longer required.
Crewkerne Christmas Committee	Cllrs. Best, Head and Wakeman
Crewkerne Leisure Management (CLM)	Cllr. Best
Crewkerne Local Information Centre	Cllr. Nathan
Crewkerne Voluntary Transport Committee (Official charity title: Crewkerne Welfare Transport Committee)	Cllr. Draycott
Enhayes Community Centre	Open
Heritage Centre	Cllr. Head
League of Friends of Crewkerne Hospital	Cllr. Head
South Somerset Market Towns Investment Group (MTIG)	Cllr. Best
Crewkerne Community Safety Group	Cllrs. Best and Wakeman
Twinning Association	Cllr. Morris
Crewkerne business group	Cllr. Ashton
PCN Neighbourhood Forum	Cllr. Head

15 GENERAL POWER OF COMPETENCE (GPC)  
22/23 To reaffirm that the Council remains eligible to use the GPC because it has met the two requirements (2/3 elected councillors and employs a qualified Clerk)

It was AGREED that the Council remained eligible to exercise the GPC.

16 TO REAFFIRM THE FOLLOWING:  
22/23  
 a. Standing Orders  
 b. Financial Regulations

It was AGREED to reaffirm both Standing Orders and Financial Regulations.

17 MODEL LGA CODE OF CONDUCT  
22/23 To consider adopting the updated Model Code of Conduct, or to reaffirm existing Code of Conduct

It was AGREED to adopt the new Code of Conduct.

18 HIGHER TIER AUTHORITIES

22/23 To receive verbal reports from County and District Councillors

Cllr. Ashton reported that, following the recent elections, a change in administration had taken place at Somerset County Council. Whilst the budget for the year had already been set, appointments to committees had not yet been made. Cllr. Best added that background work was taking place to get the new administration up and running, and that the first meeting of the new Somerset County Council would take place on 25 May. At District level, work was being undertaken to integrate various systems with the rest of the county.

19 CLERK'S PROGRESS REPORT

22/23

The Clerk reported that:

- Following a meeting with SSDC, the LTA had scheduled a condition survey on the courts at Severalls imminently. Subsequently, there would be a report to the LTA board, which would then formalise the proposal of the LTA in conjunction with SSDC to refurbish the courts. SSDC were currently anticipating that works to the Yeovil courts would begin in September, and it was noted that the Crewkerne courts were currently second on the list.
- The floors in both new toilets at Falkland Square were due to be relaid at no cost to Crewkerne Town Council as the tiles had come loose as a result of being laid in damp conditions. The toilets would need to be temporarily closed to allow the grout and adhesives to go off properly.
- She reminded all councillors that new Registration of Interest forms needed to be completed and returned within 28 days of the election.

20 TOWN COUNCIL SURGERIES AND COFFEE WITH COUNCILLOR EVENTS

22/23 To note dates and confirm councillors in attendance

The following Council surgeries were confirmed:

Saturday 21<sup>st</sup> May – Cllrs. Ashton and Morris

Saturday 18<sup>th</sup> June – Cllrs. Samuel and Stuart

Saturday 16<sup>th</sup> July – Cllrs. Best and Nathan

Saturday 20<sup>th</sup> August – Cllrs. Maxwell and Wakeman

A 'Coffee with Councillors' event was confirmed for Monday 13<sup>th</sup> June, 2pm, at Bilby's with Cllrs. Nathan and Wakeman in attendance.

21 TO RECEIVE MATTERS OF REPORT (for information only)

22/23

Cllrs. requested that the Clerk seek an update on the works on the A30 at Haselbury Plucknett.

Cllr. Wakeman welcomed the completed junction of the Stonewater development with North Street, but noted that the wide pavement was being used for parking by delivery vehicles. Cllr. Best agreed to ask for bollards to be installed at this location on safety grounds.

Some discussion took place on town centre one-way systems and Cllr. Nathan requested that anyone experiencing a "near miss" with a vehicle on North Street reported it to Highways to build a record for this area. Cllrs. agreed that the possibility of obtaining a pedestrian crossing on North Street at the junction of Brickyard Lane was worth revisiting with County Highways.

Cllr. Bond noted that vehicles were using the newly marked loading bay in Market Street as a parking space, and that delivery lorries for some businesses were not using the loading bay, instead parking directly outside businesses. Cllr. Ashton agreed to raise this with the Business Group at a future meeting.

22      NEXT MEETING

22/23

A short Full Council meeting would be held following the conclusion of the Amenities Committee on 23 May 2022. The next scheduled meeting of Crewkerne Town Council would be held on 27 June 2022 in the Council Chamber.

The meeting closed at 7.24pm.

Signed: .....

Dated: .....